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FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by-step instructions, along with screen shots, in an effort to help users maneuver through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

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Author

Data Systems Training and User Support

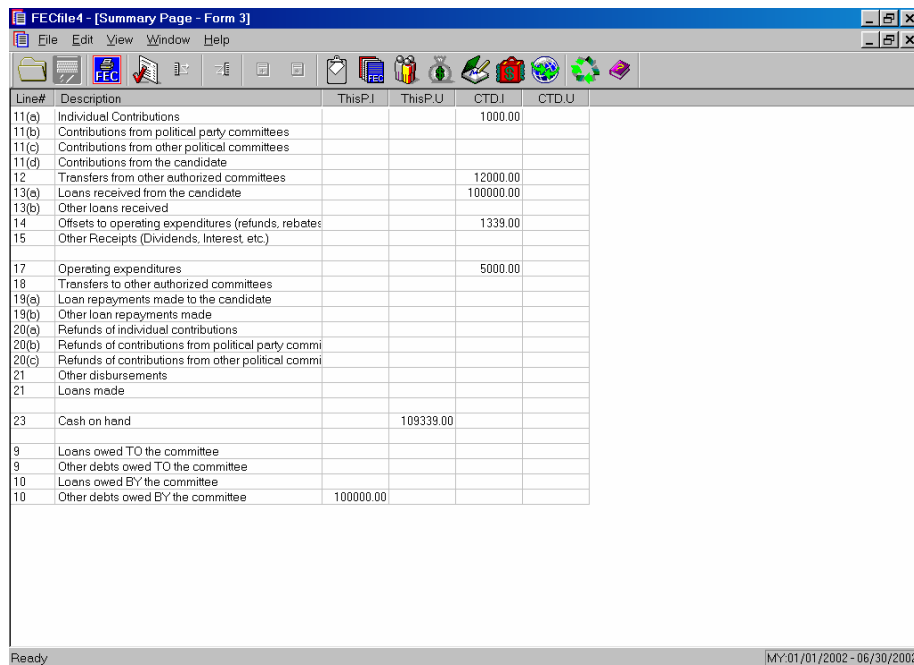
Contact information

Phone: 1-800-424-9530 or local Washington, D.C. 202-694-1100

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Transactions



The screenshot shows a software window titled "FECFile4 - [Summary Page - Form 3]". The window contains a table with the following columns: Line#, Description, ThisP.I, ThisP.U, CTD.I, and CTD.U. The table lists various financial transactions with their corresponding line numbers and amounts.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates)			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

Transactions

Once an FEC report has been created, users may enter financial activity by going to the Summary page of the report. The transactions, as they are defined, are individual entries of financial activities of the committee. Transactions may be created by launching the Summary view in FECFile. Once selected, the Summary page view permits the user to select the line number of the transaction type to create, or to enter a transaction by category.

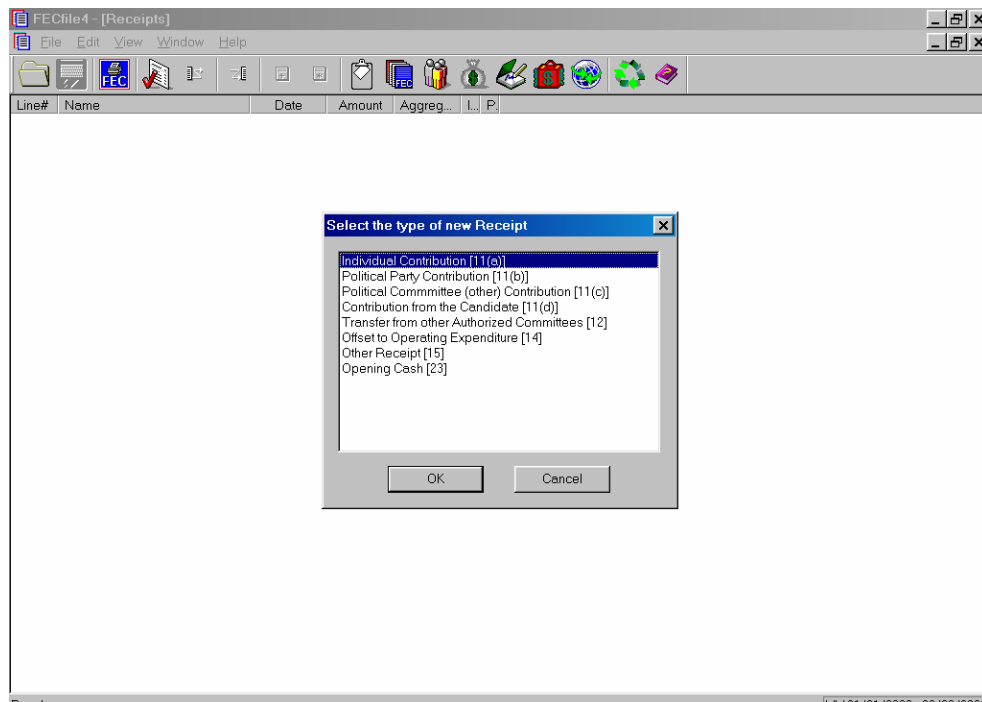
As an example, if the committee wishes to enter receipts first, they may select the Receipts View, right click within the active window, and select from a list of Receipt types.

The Summary page is launched by selecting view from the FECFile menu bar, and selecting Summary page.

NOTES:

Form 3 users note that an election designation and date must be entered to avoid errors in uploading the file.

FEC ID#'s are not required for Party Committees or PAC Contributions.



This system option functionality is also seen in the following views:

- ✓ Disbursements view
- ✓ Loans and Debts
- ✓ Individuals/Organizations
- ✓ All Transactions View

A discussion of transactions will follow in the text.

Receipts from Individuals Line 11(a)

1. Double-click on Line 11(a) of the Summary Page.

The screenshot shows the FECFile4 application window titled 'FECFile4 - [Summary Page - Form 3]'. The main window contains a table with columns: Line#, Description, This P.I., This P.U., CTD.I, and CTD.U. Line 11(a) 'Individual Contributions' is highlighted, showing a value of 1000.00 in the CTD.U column. An 'Individual Contribution' dialog box is open over the table. The dialog box has the following fields and controls:

- Name:** A text input field with a dropdown arrow.
- Date:** A date input field.
- Amount:** A numeric input field with '0.00' entered.
- In-Kind:** A checkbox.
- Description:** A text input field.
- Election:** A dropdown menu.
- Year of Election:** A numeric input field.
- Memo:** A checkbox.
- Candidate/Campaign Committee:** A text input field with a dropdown arrow.
- Buttons:** 'Next entry...', 'OK', and 'Cancel'.

The background table lists various financial items for lines 11 through 23, including contributions, transfers, loans, and disbursements.

2. The individual contribution dialog box appears.
Enter the individual's last name in the text area within the dialog box, under Name.
Press the Tab key, to launch the Individual/Organization Information dialog box.



Shortcut Press the Insert key, INS, on the keyboard.

Line#	Description
11(a)	Individual Contributions
11(b)	Contributions from political party cc
11(c)	Contributions from other political cc
11(d)	Contributions from the candidate
12	Transfers from other authorized com
13(a)	Loans received from the candidate
13(b)	Other loans received
14	Offsets to operating expenditures (
15	Other Receipts (Dividends, Interes
17	Operating expenditures
18	Transfers to other authorized comm
19(a)	Loan repayments made to the cand
19(b)	Other loan repayments made
20(a)	Refunds of individual contributions
20(b)	Refunds of contributions from politi
20(c)	Refunds of contributions from other
21	Other disbursements
21	Loans made
23	Cash on hand
9	Loans owed TO the committee
9	Other debts owed TO the committee
10	Loans owed BY the committee
10	Other debts owed BY the committee

3. In the text area, Type, select Individual Other than a Candidate, from the drop down menu.
4. Type the individual's First Name, any Prefix, any Suffix, Address, City, State, Zip, Employer, and Occupation in the text areas, using the tab key to navigate from field to field.
5. Click OK.

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U
11(a)	Individual Contributions				1000.00
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committee				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

6. The Individual contribution dialog box will appear. Insert the date and the dollar amount in the dialog box text area.
7. If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.
8. Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

Receipts From Political Parties Line 11(b)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates)			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

1. To add contributions form Political Parties, double-click on Line 11(b) of the Summary Page.

The screenshot shows the FECFile software interface. The main window displays the Summary Page with a table of lines. Line 11(b) is highlighted. A dialog box titled "Political Party Contribution" is open, allowing the user to enter details for a contribution from a political party.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions				
11(b)	Contributions from political party committee			1000.00	
11(c)	Contributions from other political committee				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

The "Political Party Contribution" dialog box contains the following fields:

- Name: [Text field]
- Date: [Text field]
- Amount: [Text field] (0.00)
- In-Kind: ☐
- Description: [Text field]
- Election: [Dropdown menu]
- Year of Election: [Text field]
- Memo: ☐
- Candidate/Campaign Committee: [Text field]
- Address: [List box with scrollable text: Allen, Kelly - 34 Main Street...; Computer Users of America - Maple Avenue...; Tully, Andrea - 49493 Holly Grove...]
- Buttons: Next entry..., OK, Cancel

2. Enter the political party's name in the dialog box text area.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Individual/Organization Information

Type ☐ Multi-Candidate committee

Political Party Organization

Last / Business name FEC ID

Computer Users United

Lookup...

First name Prefix Suffix

Address

City State Zip

None

Employer

Allen, Kelly - 34 Main Street...
Tully, Andrea - 49493 Holly Grove...

Candidate Information

Office State District Other ID

None

OK Cancel

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party cc

11(c) Contributions from other political cc

11(d) Contributions from the candidate

12 Transfers from other authorized com

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (

15 Other Receipts (Dividends, Interest

17 Operating expenditures

18 Transfers to other authorized comm

19(a) Loan repayments made to the can

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from politi

20(c) Refunds of contributions from other

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committe

10 Loans owed BY the committee

10 Other debts owed BY the committe

- Press the Tab key or the Insert key.
- Within the dialog box, select the drop down menu under Type, and select Political Party Organization.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Individual/Organization Information

Type ☐ Multi-Candidate committee

Political Party Organization

FEC ID lookup

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
COMMUNITY INSURANCE COMPANY GO...				Q	OH	C00294645
COMMUNITY LEADERSHIP COMMITTEE ...				Q	CA	C00295139
COMMUNITY VICTORY '92				I	TX	C00278184
COMPAQ CITIZENSHIP FUND CONNECTI...				Q	DC	C00296020
COMPASS BANCSHARES INC POLITICAL...				Q	AL	C00142596
COMPETITION PAC				N	CT	C00302976
COMPETITIVE TELECOMMUNICATIONS ...				Q	DC	C00344770
COMPOSITION ROOFERS LOCAL UNION ...				Q	PA	C00125534
COMPRESSED AIR FREE AIR FOUNDATI...				Q	NY	C00111237
COMPTON RESEARCH INC POLITICAL AC...				N	NY	C00354019
COMPTON FOR CONGRESS	H	OK	H	OK		C00373688 H2OK060...
COMPTON, KEVIN				I	CA	C90005687
COMPTON, LANCE EDWIN	H	OK	2	OK		H2OK060... C00373688
COMPUNOMICS 139 (R) COMPANY - PRIV...				N	CA	C00236919
COMPUTER & COMMUNICATIONS INDUS...				Q	DC	C00094185
COMPUTER SCIENCES CORPORATION F...				Q	CA	C00101410
COMPUTING DEVICES INTERNATIONAL				Q	MN	C00280883
COMSTOCK FOR CONGRESS COMMITTEE	H	CA	H	CA		C00289553 H4CA190...
COMSTOCK FOR CONGRESS	H	CA	4	CA		H4CA190... C00289553

Prev Next Copy All ... Copy ID Cancel

OK Cancel

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party cc

11(c) Contributions from other political cc

11(d) Contributions from the candidate

12 Transfers from other authorized com

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (

15 Other Receipts (Dividends, Interest

17 Operating expenditures

18 Transfers to other authorized comm

19(a) Loan repayments made to the can

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from politi

20(c) Refunds of contributions from other

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committe

10 Loans owed BY the committee

10 Other debts owed BY the committe

Ready

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5. Click on the Lookup button in the dialog box.
6. Select the proper committee by highlighting it with the mouse, and select the Copy All button.

The screenshot displays the FECFile4 - [Summary Page - Form 3] application. The main window is divided into two panes. The left pane shows a list of transactions with columns for Line#, Description, and Amount. The right pane shows the details for the selected transaction, line 11(c), 'Contributions from other political co', with a value of \$66,000. The details include the committee name 'COMPUTER & COMMUNICATIONS INDUSTRY ASSN PA', address '866 ELEVENTH STREET NW SIXTH FLOOR', city 'WASHINGTON', state 'DC', and zip '20001'. The FEC ID is C00094185. The window also shows a taskbar at the bottom with various open applications and the system clock.

7. A dialog box will appear with information about the committee, select OK.
8. An additional dialog box will appear, automatically inserting the correct FEC ID number.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Individual/Organization Information

Type ☐ Multi-Candidate committee

Political Party Organization

Last / Business name FEC ID
COMPUTER & COMMUNICATIONS INDUSTRIA C00094185 Lookup...

First name Prefix Suffix

Address
666 ELEVENTH STREET NW SIXTH FLOOR

City State Zip
WASHINGTON District of Columbia 20001

Employer
Allen, Kelly - 34 Main Street...
Tully, Andrea - 49493 Holly Grove...

Candidate Information

Office State District Other ID
None

OK Cancel

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party committee

11(c) Contributions from other political committee

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (other than loans)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party committee

20(c) Refunds of contributions from other political committee

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

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10:51 AM

9. Select OK.

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description ThisP.I ThisP.U CTD.I CTD.U

11(a) Individual Contributions 1000.00

11(b) Contributions from political party committee

11(c) Contributions from other political committee

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Political Committee (other) Contribution

Name
COMPUTER & COMMUNICATIONS INDUSTRY ASSN PAC
Tully, Andrea - 49493 Holly Grove...
COMPUTER & COMMUNICATIONS INDUSTRY ASSN ...

Date
8/1/2
Amount
50.00
In-kind

Description

Election
Year of Election
Memo

Candidate/Campaign Committee
Allen, Kelly - 34 Main Street...
Computer Users of America - Maple Avenue...
Tully, Andrea - 49493 Holly Grove...

Next entry... OK Cancel

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10:52 AM

10. Insert date and amount in the dialog box.

11. Click on OK, and note the added total in the Summary Page.

Receipts From Other Political Committees Line 11(c)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

1. Double-click on Line 11(c) of the Summary Page.

The screenshot shows the 'FECfile4 - [Summary Page - Form 3]' application. A dialog box titled 'Political Committee (other) Contribution' is open, allowing entry of a contribution from a political committee. The dialog includes fields for Name, Date, Amount (set to 0.00), Description, Election, Year of Election, and a list of Candidate/Campaign Committees. The background table lists various contribution and expenditure categories from line 11(a) to 23.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, interest, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

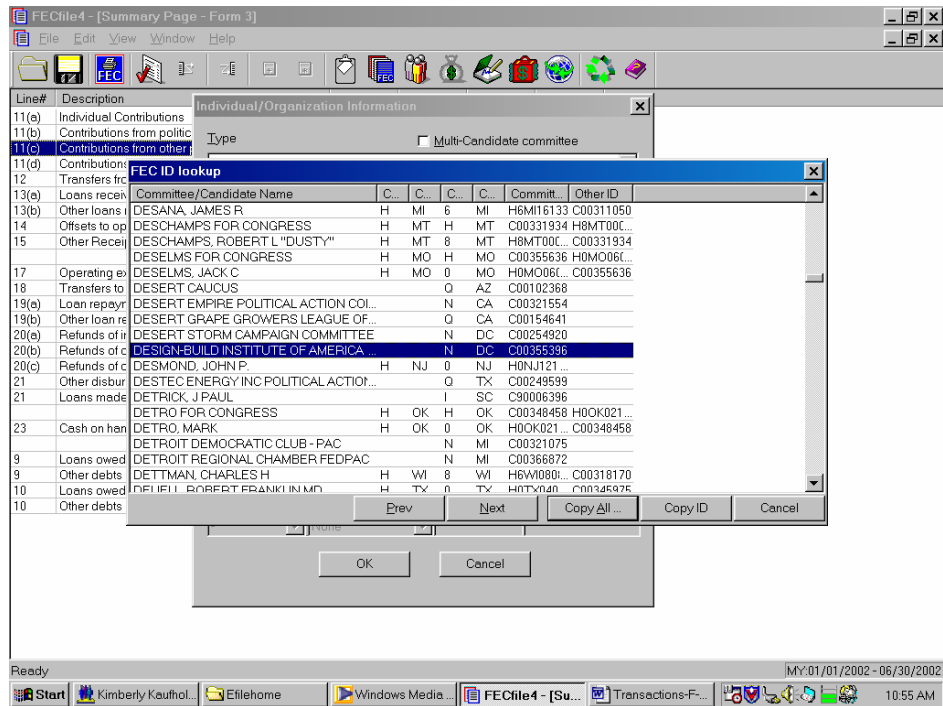
2. Enter the Political Action Committee's name in the dialog box text area.
3. Press the Tab key or the Insert key.

The screenshot shows the full 'FECfile4 - [Summary Page - Form 3]' application window. The table of line items is visible, with line 11(c) highlighted. The table structure is as follows:

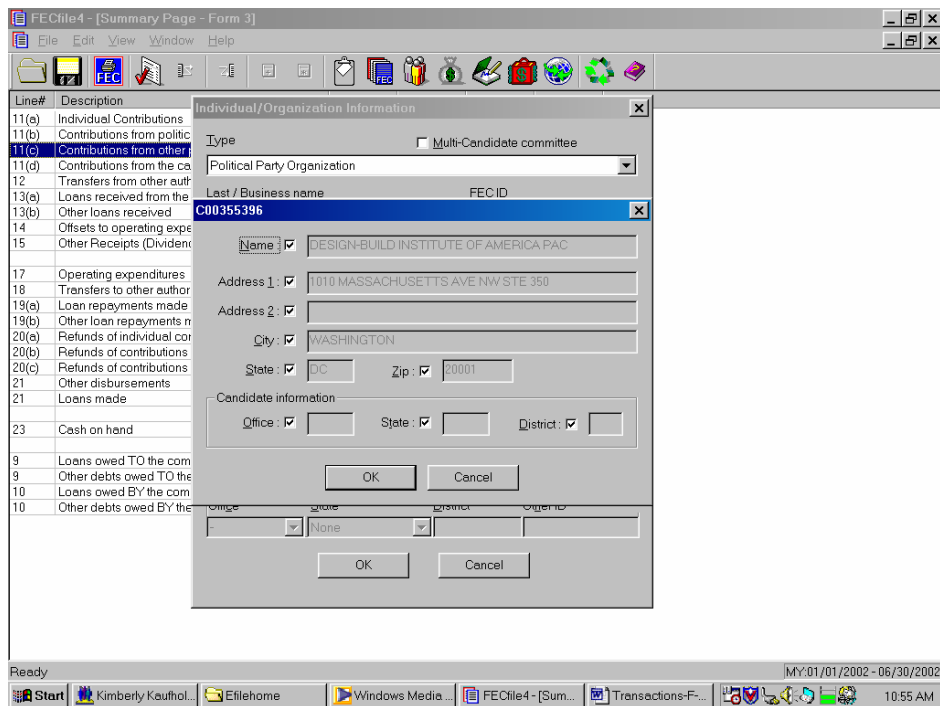
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

4. In the Type text area, use the drop down menu to locate Political Action Committee, and select it.

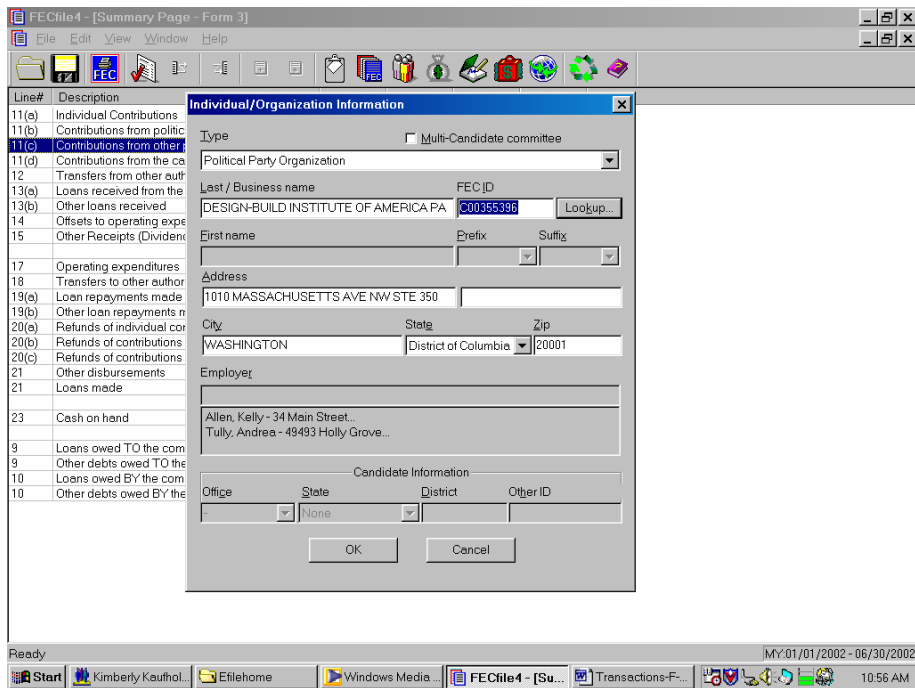
- Click on the Lookup button in the dialog box.



- Select the specified committee by highlighting it, and click on the Copy All button in the dialog box.



7. FECFile will launch a dialog box, showing the proper committee's information.
8. Select OK in the dialog box.



9. Note, that the FECID is now loaded in the FEC ID text area, within the dialog box.
10. If the PAC is a multi-candidate committee check the box at the top.
11. Click on OK, within the dialog box.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

12. Type in the date and amount within the text areas in the Political Committee (other) Contribution dialog box.
13. Click on OK, and note the added total on the Summary Page.

Transfers From Affiliated/Other Party Committees Line 12

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates)			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

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1. Double-click on Line 12 of the Summary Page.

The screenshot shows the FECFile4 software interface. The main window displays a summary page with a table of transactions. A dialog box titled "Transfer from other Authorized Committees" is open, allowing the user to enter details for a transfer.

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

The "Transfer from other Authorized Committees" dialog box contains the following fields:

- Name: [Text Field]
- Date: [Text Field] Amount: [Text Field] 0.00 ☐ In-Kind
- Description: [Text Field]
- Election: [Dropdown] Year of Election: [Text Field] ☐ Memo
- Candidate/Campaign Committee: [Text Field]
- Next entry... [Button] OK [Button] Cancel [Button]

2. Type in the Political Action Committee's name in the dialog box text area.
3. Press the Tab key or Insert key.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Individual/Organization Information

Type ☐ Multi-Candidate committee

Political Action Committee

Last / Business name FEC ID

Builders

First name Prefix Suffix

Address

City State Zip

Employer

Allen, Kelly - 34 Main Street...
Tully, Andrea - 49493 Holly Grove...

Candidate Information

Office State District Other ID

None

OK Cancel

Ready MY:01/01/2002 - 06/30/2002

4. Select the Type drop down, and change the selection to the appropriate Political Action Committee or Political Party Organization.
5. Click on the Lookup button in the dialog box.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Individual/Organization Information

Type ☐ Multi-Candidate committee

Political Action Committee

FEC ID lookup

Committee/Candidate Name	C...	C...	C...	C...	Committ	Other ID
BUD MATHEWSON TO CONGRESS	H	CA	H	CA	C00324897	H2CA371...
BUD SHUSTER FOR CONGRESS COMMITTEE	H	PA	H	PA	C00014944	H6PA090...
BUDD COMPANY CITIZENSHIP COMMITTEE				MI	C00039404	
BUFFA FOR CONGRESS '92	H	CA	H	CA	C00222935	H8CA400...
BUFFA, PETER	H	CA	2	CA	C00222935	H8CA400...
BUFFALO LOCAL 222 ALUMINUM BRICK &...				NY	C00276287	
BUGIE, DOUG	H	OH	2	OH	H2OH10C...	C00265306
BUILD AMERICA PAC				NY	C00377143	
BUILD POLITICAL ACTION COMMITTEE O...				DC	C00000901	
BUILDERS ASSOCIATION OF MISSOURI F...				MO	C00130468	
BUILDING AMERICA'S CONSCIENCE & KIL...				VA	C00335299	
BUILDING OUR BASES (BOBS) PAC				VA	C00334904	
BUILDING OUR LEADERSHIP DIVERSITY...				DC	C00365536	
BUILDING OWNERS AND MANAGERS AS...				DC	C00106435	
BUILDING SERVICE CONTRACTORS ASS...				VA	C00337337	
BUKEWINGE FOR SENATE COMMITTEE				CA	C00379867	
BUKEWINGE, EDIE	S	CA	4	CA	S4CA001...	
BULFORD FOR CONGRESS	H	PA	H	PA	C00254946	H2PA020...
BULL MOOSE REPUBLICANS INC				NC	C00137827	

Prev Next Copy All... Copy ID Cancel

OK Cancel

Ready MY:01/01/2002 - 06/30/2002

6. Highlight the proper committee, click on the Copy All button.
7. As proper committee is then loaded into the dialog box, click on OK.
8. If the PAC is a multi-candidate committee, check the box at the top.
9. As FEC ID is automatically loaded into the Individual Organization Information dialog box, select OK.

The screenshot displays the 'FECFile4 - [Summary Page - Form 3]' application. On the left, a list of transactions is visible, with line 12 highlighted. The main area shows the 'Individual/Organization Information' dialog box. This dialog box has a 'Type' section with a checkbox for 'Multi-Candidate committee' and a dropdown menu set to 'Political Action Committee'. Below this, the 'Last / Business name' field contains 'BUILDERS ASSOCIATION OF MISSOURI POL' and the 'FEC ID' field contains 'C00130468'. There is a 'Lookup...' button next to the FEC ID. The 'Address' field contains '632 WEST 39TH STREET'. The 'City' field contains 'KANSAS CITY', the 'State' dropdown is set to 'Missouri', and the 'Zip' field contains '64114'. There is an 'Employer' field and a 'Candidate Information' section with fields for 'Office', 'State', 'District', and 'Other ID'. The bottom of the window shows a Windows taskbar with the Start button and several open applications, including 'Kimberly Kautol...', 'Etlehome', 'Windows Media...', 'FECFile4 - [Su...', and 'Transactions-F...'. The system clock shows 'MY: 01/01/2002 - 06/30/2002' and the time is '11:06 AM'.

10. Type in the correct date and amount in the dialog box and click OK.
Note the information is then reflected in the Summary Page.
11. Select View from the menu bar, and select Receipts View or All Transactions View.
12. Right click on the transfer and select transaction split, and add new.
13. Enter in the information for original contributors that make up the total transfer.

Loans Received from the Candidate Line 13 (a)

FECfile4 - [Summary Page - Form 3]				
File Edit View Window Help				
Line#	Description	ThisP.I	ThisP.U	CTD.I CTD.U
11(a)	Individual Contributions			1000.00
11(b)	Contributions from political party committees			
11(c)	Contributions from other political committees			
11(d)	Contributions from the candidate			
12	Transfers from other authorized committees			12000.00
13(a)	Loans received from the candidate			100000.00
13(b)	Other loans received			
14	Offsets to operating expenditures (refunds, rebates)			1339.00
15	Other Receipts (Dividends, Interest, etc.)			
17	Operating expenditures			5000.00
18	Transfers to other authorized committees			
19(a)	Loan repayments made to the candidate			
19(b)	Other loan repayments made			
20(a)	Refunds of individual contributions			
20(b)	Refunds of contributions from political party commi			
20(c)	Refunds of contributions from other political commi			
21	Other disbursements			
21	Loans made			
23	Cash on hand		109339.00	
9	Loans owed TO the committee			
9	Other debts owed TO the committee			
10	Loans owed BY the committee			
10	Other debts owed BY the committee	100000.00		

1. Double-click on Line 13 (a) of the Summary Page.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description ThisP.I ThisP.U CTD.I CTD.U

11(a) Individual Contributions 1000.00

11(b) Contributions from political party committees

11(c) Contributions from other political committees

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political party

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Loan Made or Guaranteed by the Candidate

Name

Date Amount Interest Rate(%)

Description

Election Year of Election Due date

☐ Secured ☐ Forgiven

☐ Memo Date

☐ Personal funds

Ready MY:01/01/2002 - 06/30/2002

2. Type the name of the creditor in the text area of the dialog box, under name.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party committees

11(c) Contributions from other political committees

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political party

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Individual/Organization Information

Type ☐ Multi-Candidate committee

Political Action Committee

Last / Business name FEC ID

Anthony Tully

Lookup...

First name Prefix Suffix

Address

City State Zip

None

Employer

Allen, Kelly - 34 Main Street...

Tully, Andrea - 49493 Holly Grove...

Candidate Information

Office State District Other ID

None

Ready MY:01/01/2002 - 06/30/2002

Start Kimberly Kautli... Efilehome Windows Media... FEFile4 - [Su... Transactions-F...

3. If a record for the creditor does not exist, press the Tab key or the Insert key.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party cc

11(c) Contributions from other political cc

11(d) Contributions from the candidate

12 Transfers from other authorized co

13(c) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (i

15 Other Receipts (Dividends, Interes

17 Operating expenditures

18 Transfers to other authorized comm

19(a) Loan repayments made to the cen

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from politi

20(c) Refunds of contributions from other

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Individual/Organization Information

Type

Multi-Candidate committee

Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity

Individual other than a Candidate

Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity

Campaign Committee

Political Action Committee

Political Party Organization

Other (Political) Committee

Candidate

Address

City State Zip

None

Employer

Allen, Kelly - 34 Main Street...

Tully, Andrea - 49493 Holly Grove...

Candidate Information

Office State District Other ID

None

OK Cancel

Ready

Start Kimberly Kauthol... Efilehome Windows Media FECFile4 - FSu Transactions-F... 11:11 AM

4. An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal or Candidate.
5. Continue within the dialog box, and enter creditor's Address, City, State and Zip, and select OK.

The screenshot shows the FECFile4 - [Summary Page - Form 3] application window. The 'Loan Made or Guaranteed by the Candidate' dialog box is open, displaying the following information:

- Name:** Anthony Tully
- Date:** 8/1/2
- Amount:** (empty field)
- Interest Rate(%)**: 0.00
- Description:** (empty field)
- Election:** (empty field)
- Year of Election:** (empty field)
- Due date:** (empty field)
- Secured:** ☒ (checked)
- Forgiven:** ☐ (unchecked)
- Memo:** ☐ (unchecked)
- Personal funds:** ☐ (unchecked)
- Buttons:** Schedule C1, Guarantors, Next entry, OK, Cancel

- The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicated a secured loan or non-secured loan.

The screenshot shows the FECFile4 - [Summary Page - Form 3] application window. The 'Schedule C1' dialog box is open, displaying the following information:

- Original date:** (empty field)
- Outstanding balance if line of credit:** 0.00
- Other parties are secondarily liable:** ☐ (unchecked)
- Traditional collateral pledged:**
 - Value:** 0.00
 - Description:** (empty field)
 - Perfected interest:** ☐ (unchecked)
- Future income pledged:**
 - Value:** 0.00
 - Description:** (empty field)
- Pledge account:** (empty field)
- Established on:** (empty field)
- Alternate basis for loan and repayment:** (empty field)
- Buttons:** OK, Cancel

- Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.

The screenshot shows the FECFile application window with the 'Loan Made or Guaranteed by the Candidate' dialog box open. The dialog box has the following fields and options:

- Name:** Tully, Andrea
- Date:** 8/1/02
- Amount:** 60.00
- Interest Rate(%)**
- Description:**
- Election:** (dropdown menu)
- Year of Election:** (dropdown menu)
- Due date:** (dropdown menu)
- Secured:** ☐
- Memo:** ☐
- Personal funds:** ☐
- Guarantors:** ☐
- Buttons:** Next entry..., OK, Cancel

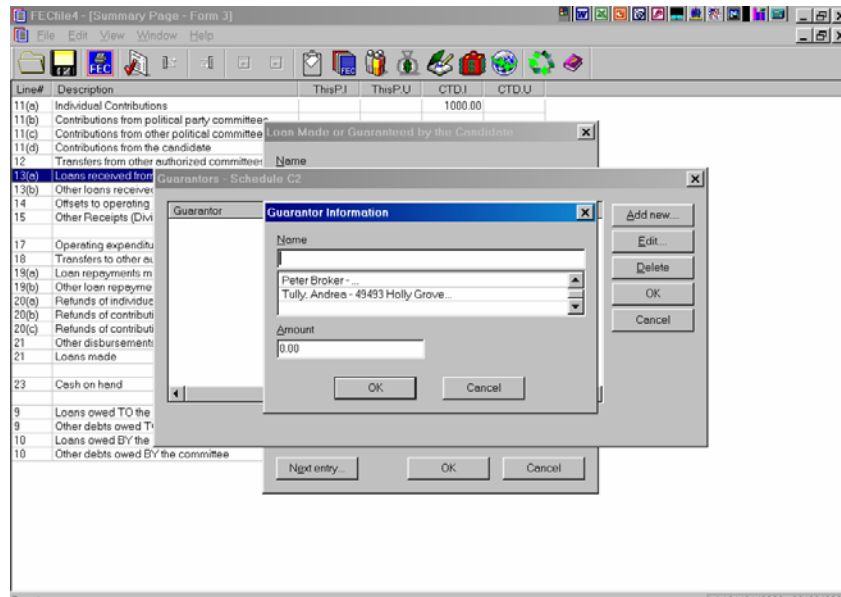
8. The FECFile application returns to the Loans received dialog box. Click on Guarantors button the Guarantors dialog box will launch.

The screenshot shows the FECFile application window with the 'Guarantors - Schedule C2' dialog box open. The dialog box has the following fields and options:

- Table:**

Guarantor	Amount
- Buttons:** Add new..., Edit..., Delete, OK, Cancel

9. Select the Add new button to enter guarantor information, or select Edit, if the guarantor has already been added.



10. Enter the information on the guarantor, and the amount, and click on OK.
11. Click on OK, a second time, and select Yes to save any changes.
12. The Loan received dialog box returns, and select OK, to return to the Summary page.
13. Schedule A supporting Line 13 (a) and Schedule C supporting Line 10 will *both* be automatically created/adjusted, and will be reflected on the Summary Page.

Other Loans Received Line 13 (b)

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description ThisP.I ThisP.U CTD.I CTD.U

11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates)			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

Backup: 1/1/2002 - 06/30/2002

1. Double-click on Line 13 (b) of the Summary Page.

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description ThisP.I. ThisP.U. CTD.I CTD.U

11(a) Individual Contributions 1000.00

11(b) Contributions from political party committees

11(c) Contributions from other political committees

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political parties

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Ready MY:01/01/2002 - 06/30/2002

Loan Received (other than from Candidate)

Name

Date Amount Interest Rate(%)

Description

Election Year of Election Due date

☐ Secured ☐ Forgiven

☐ Memo Date

2. Type the name of the creditor in the text area of the dialog box, under name.

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party committees

11(c) Contributions from other political committees

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political parties

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Ready MY:01/01/2002 - 06/30/2002

Individual/Organization Information

Type ☐ Multi-Candidate committee

Political Action Committee

Last / Business name FEC ID

Carl Golden

Lookup...

First name Prefix Suffix

Address

City State Zip

None

Employer

Allen, Kelly - 34 Main Street...
Tully, Andrea - 49493 Holly Grove...

Candidate Information

Office State District Other ID

None

3. If a record for the creditor does not exist, press the Tab key or the Insert key.

The screenshot shows the FECFile4 application window. The main window title is 'FECFile4 - [Summary Page - Form 3]'. The left pane displays a list of transactions with columns 'Line#' and 'Description'. The right pane shows the details for the selected transaction, line 13(b), 'Other loans received'. The details include a 'Type' dropdown menu, an 'Address' field, 'City', 'State', and 'Zip' fields, an 'Employer' field, and a 'Candidate Information' section with dropdowns for 'Office', 'State', 'District', and 'Other ID'. The 'Type' dropdown is open, showing options: 'Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity', 'Individual other than a Candidate', 'Campaign Committee', 'Political Action Committee', 'Political Party Organization', 'Other (Political) Committee', and 'Candidate'. The 'Address' field contains two lines of text: 'Allen, Kelly - 34 Main Street...' and 'Tully, Andrea - 49493 Holly Grove...'. The 'City', 'State', and 'Zip' fields are empty. The 'Employer' field is empty. The 'Candidate Information' section has dropdowns for 'Office', 'State', 'District', and 'Other ID', all set to 'None'. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box.

4. An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal or Candidate.
5. Continue within the dialog box, and enter creditor's Address, City, State, and Zip, and select OK.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description ThisP.I. ThisP.U. CTD.I. CTD.U.

11(a) Individual Contributions 1000.00

11(b) Contributions from political party committees

11(c) Contributions from other political committees

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, Other Receipts (Dividends, Interest, etc.))

15

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Ready MY:01/01/2002 - 06/30/2002

- The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicated a secured loan or non-secured loan.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description ThisP.I. ThisP.U. CTD.I. CTD.U.

11(a) Individual Contributions 1000.00

11(b) Contributions from political party committees

11(c) Contributions from other political committees

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, Other Receipts (Dividends, Interest, etc.))

15

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Ready MY:01/01/2002 - 06/30/2002

- Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description ThisP.I. ThisP.U. CTD.I. CTD.U.

11(a) Individual Contributions 1000.00

11(b) Contributions from political party committee

11(c) Contributions from other political committee

11(d) Contributions from the candidate

12 Transfers from other authorized committee

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, Other Receipts (Dividends, Interest, etc.))

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Loan Received (other than from Candidate)

Name
Anthony Tully

Anthony Tully - 357 North Point Street...
Bancroft, Charles - 25 Pondview Drive...
BUILDERS ASSOCIATION OF MISSOURI POLITICAL A...

Date Amount Interest Rate(%)
0.00

Description

Election Year of Election Due date

☐ Secured ☐ Forgiven

☐ Memo Date

Ready MY:01/01/2002 - 06/30/2002

8. The FECFile application returns to the Loans received dialog box. Click on Guarantors button the Guarantors dialog box will launch.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description ThisP.I. ThisP.U. CTD.I. CTD.U.

11(a) Individual Contributions 1000.00

11(b) Contributions from political party committee

11(c) Contributions from other political committee

11(d) Contributions from the candidate

12 Transfers from other authorized committee

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, Other Receipts (Dividends, Interest, etc.))

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party

20(c) Refunds of contributions from other political

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Loan Received (other than from Candidate)

Name

Guarantors - Schedule C2

Guarantor Amount

Ready MY:01/01/2002 - 06/30/2002

Start Kimberly Ka... Filehome Windows M... FECfile4 - ... Transaction... 1:42 PM

9. Select the Add new button to enter guarantor information, or select Edit, if the guarantor has already been added.

10. Enter the information on the guarantor, and the amount, and click on OK.
11. Click on OK, a second time, and select Yes to save any changes.
12. The Loan received dialog box returns, and select OK, to return to the Summary page.
13. Schedule A supporting Line 13 (b) and Schedule C supporting Line 10 will *both* be automatically created/adjusted, and will be reflected on the Summary Page.

Offsets to Operating Expenditures Line 14

FECfile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates)			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

Ready MY:01/01/2002 - 06/30/2002

1. Double-click on Line 14 of the Summary Page.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	ThisP-I	ThisP-U	CTD-I	CTD-U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committee				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Ready

Offset to Operating Expenditure

Name
Bancroft, Charles - 25 Pondview Drive...
BUILDERS ASSOCIATION OF MISSOURI POLITICAL A...
Carl Golden - ...

Date
Amount
0.00

Description

Election
Year of Election
Candidate/Campaign Committee

Allen, Kelly - 34 Main Street...
Computer Users of America - Maple Avenue...
Tully, Andrea - 49493 Holly Grove...

Next entry... OK Cancel

MY:01/01/2002 - 06/30/2002

- The Offset to Operating Expenditure dialog box is launched. Enter the vendor's name in the name text area and press the Tab key or the Insert key.

FEFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description
11(a)	Individual Contributions
11(b)	Contributions from political party cc
11(c)	Contributions from other political cc
11(d)	Contributions from the candidate
12	Transfers from other authorized coi
13(a)	Loans received from the candidate
13(b)	Other loans received
14	Offsets to operating expenditures (
15	Other Receipts (Dividends, Interes
17	Operating expenditures
18	Transfers to other authorized comm
19(a)	Loan repayments made to the can
19(b)	Other loan repayments made
20(a)	Refunds of individual contributions
20(b)	Refunds of contributions from politi
20(c)	Refunds of contributions from other
21	Other disbursements
21	Loans made
23	Cash on hand
9	Loans owed TO the committee
9	Other debts owed TO the committe
10	Loans owed BY the committee
10	Other debts owed BY the committe

Ready

Individual/Organization Information

Type
Multi-Candidate committee
Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity

Last / Business name
Contractors of the USA
FEC ID
Lookup...

First name
Prefix
Suffix

Address

City
State
Zip
None

Employer
Allen, Kelly - 34 Main Street...
Tully, Andrea - 49493 Holly Grove...

Candidate Information
Office
State
District
Other ID

OK Cancel

MY:01/01/2002 - 06/30/2002

3. Under the Type text area, click on the drop down menu and highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.
4. Enter vendor's Address, City, State, and Zip, and click on OK.

Line#	Description	ThisP.I.	ThisP.U.	CTD.I.	CTD.U.
11(a)	Individual Contributions				
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committee				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committee				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

5. In the Offset to Operating Expenditures dialog box, enter the Date, Amount, and Description, and click on OK.
6. The totals are reflected on the Summary Page, on line 14, Offsets to Operating Expenditures, (refunds, rebates, etc.)

Other Federal Receipts (Dividends, Interest etc...) Line 15

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates)			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party commi				
20(c)	Refunds of contributions from other political commi				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

Ready

MY:01/01/2002 - 06/30/2002

1. Double click on Line 15 of the Summary Page.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other political				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Other Receipt

Name
 Peter Broker - ...
 Tully, Andrea - 49493 Holly Grove...

Date
 Amount 0.00 ☐ In-kind

Description

Election Year of Election
☐ Memo

Candidate/Campaign Committee
 Allen, Kelly - 34 Main Street..
 Computer Users of America - Maple Avenue..
 Tully, Andrea - 49493 Holly Grove...

Next entry... OK Cancel

2. In the Federal Receipt dialog box, enter in the name, if not previously entered, and press the Tab key or the Insert key.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party committee

11(c) Contributions from other political committee

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party committee

20(c) Refunds of contributions from other political party committee

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Individual/Organization Information

Type ☐ Multi-Candidate committee

Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity

Last / Business name FEC ID

Bart Jones Lookup

First name Prefix Suffix

Address

City State Zip

None

Employer

Allen, Kelly - 34 Main Street...

Tully, Andrea - 49493 Holly Grove...

Candidate Information

Office State District Other ID

None

OK Cancel

Ready MY:01/01/2002 - 06/30/2002

3. In the Individual/Organization Information dialog box, select the appropriate type by using the drop down menu.
4. Enter the Address, City, State and Zip, and select OK.

FECFile4 - [Summary Page - Form 3]

File Edit View Window Help

Line# Description

11(a) Individual Contributions

11(b) Contributions from political party committee

11(c) Contributions from other political committee

11(d) Contributions from the candidate

12 Transfers from other authorized committees

13(a) Loans received from the candidate

13(b) Other loans received

14 Offsets to operating expenditures (refunds, etc.)

15 Other Receipts (Dividends, Interest, etc.)

17 Operating expenditures

18 Transfers to other authorized committees

19(a) Loan repayments made to the candidate

19(b) Other loan repayments made

20(a) Refunds of individual contributions

20(b) Refunds of contributions from political party committee

20(c) Refunds of contributions from other political party committee

21 Other disbursements

21 Loans made

23 Cash on hand

9 Loans owed TO the committee

9 Other debts owed TO the committee

10 Loans owed BY the committee

10 Other debts owed BY the committee

Other Receipt

Name

Bart Jones

Tully, Andrea - 49493 Holly Grove...

Bart Jones - ...

Date Amount

0.00 ☐ In-Kind

Description

Election Year of Election

Candidate/Campaign Committee

Allen, Kelly - 34 Main Street...

Computer Users of America - Maple Avenue...

Tully, Andrea - 49493 Holly Grove...

Next entry... OK Cancel

Ready MY:01/01/2002 - 06/30/2002

Start Kimberly Ka... Efilehome Windows M... FECFile4 - ... Transaction... 2:02 PM

5. In the other Receipt dialog box, enter in the Date, Amount, and Description, then click on OK.
6. Note the total reflected on line 15 on the Summary Page.